

A meeting of the **CORPORATE GOVERNANCE PANEL** will be held in **THE COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON** on **WEDNESDAY, 27TH JULY 2005** at **6:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 2)

To approve as a correct record the Minutes of the meeting of the Panel held on.

**A Roberts
388009**

2. STATEMENT OF ASSURANCE, 2004: ISSUES PAPERS

(a) Performance Management (Pages 3 - 6)

To receive a report by the Head of Policy on progress with the implementation of the Comprehensive Performance Management Framework.

**I Leatherbarrow
388005**

(b) Corporate Governance Training (Pages 7 - 8)

To receive a report by the Head of Administration on training to be provided for Members of the Panel on Corporate Governance.

**R Reeves
388003**

(c) Risk Management Review (Pages 9 - 14)

To consider a report by the Head of Financial Services containing an update on risk management and proposals for the implementation of the Risk Management Plan.

**E Smith
388157**

(d) Project Management of Capital Projects (Pages 15 - 16)

To receive a report by the Head of Environment and Transport on action taken relating to project management of capital projects.

**R Preston
388340**

(e) Corporate Governance Improvement Planning - Financial Services (Pages 17 - 24)

To receive a report by the Head of Financial Services setting out progress with improvement planning within Financial Services.

**S Couper
388103**

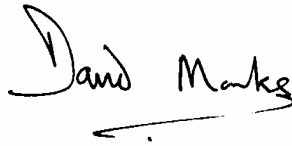
3. INTERNAL AUDIT SERVICE: ANNUAL REPORT (Pages 25 - 34)

To receive a report by the Internal Audit Manager to which is attached the Internal Audit Annual Report.

**D Harwood
388115**

4. **REPORT AND ACCOUNTS 2004/05** (Pages 35 - 36)
- To consider a report by the Head of Financial Services to which are attached for approval the draft Report and Accounts 2004/05.
- G Dolan
388106**
5. **MONEY LAUNDERING AVOIDANCE POLICY AND PROCEDURE**
(Pages 37 - 40)
- To consider a report by the Audit Manager outlining the implications for the Council of recent legislation relating to money laundering and recommending the adoption of a Money Laundering Avoidance Policy.
- D Harwood
388115**
6. **MEMBERS' ALLOWANCES** (Pages 41 - 42)
- To consider a report by the Head of Administration recommending an increase in Members' allowances for 2005/06.
- R Reeves
388003**
7. **MEMBERS' LICENSING CODE OF GOOD PRACTICE** (Pages 43 - 52)
- To consider a report by the Head of Administration containing proposals for the introduction by the Council of a Members' Licensing Code of Good Practice.
- R Reeves
388003**
8. **SPECIAL MEETING**
- To set a date for a **Special** Meeting of the Panel to consider, inter alia, the Annual Statement of Assurance.
9. **COMPLAINTS** (Pages 53 - 56)
- To receive a report by the Director of Central services containing an analysis on internal complaints and a summary of complaints determined by the Local Government Ombudsman.
- L Jablonska
388004**
10. **EXCLUSION OF THE PRESS AND PUBLIC**
- To resolve:-
- that the public be excluded from the meeting because the business to be transacted contains exempt information relating to an applicant for a service provided by the Council and the financial affairs of a particular person other than the authority.
11. **LOCAL GOVERNMENT OMBUDSMAN - LOCAL SETTLEMENT OF COMPLAINT** (Pages 57 - 58)
- To consider a report by the Director of Central Services on the local settlement of a complaint referred to the Local Government Ombudsman.
- L Jablonska
388004**

Dated this 19th day of July 2005



Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
 - (a) *the well-being, financial position, employment or business of the Councillor, a partner, relatives or close friends;*
 - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
 - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact A Roberts, Democratic Services Officer, Tel No 01480 388009/e-mail: Anthony.Roberts@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

[Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit and to make their way to the base of the flagpole in the car park at the front of Pathfinder House.